



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date October 29, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received NOV 15 1974		Application No. 74-389		Date Completed NOV 21 1974	
2. Agency Application No. 150		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Fuel and Measures Division 19 Hunter Street, S. W. Atlanta, Georgia 30334		4. Person to Contact Olin Mullinax <i>BWZ</i>		5. Working Title Director		6. Tel. No. 656-3605	
7. ACTION REQUESTED TO AMEND DISPOSITION STANDARD 465, Dated 12/28/72 <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.									
8. Earliest & Latest Dates of Series 1966 to Date		9. Exact Series Title MILK TANK CALIBRATION REPORT FILES							
10. What is the function of the office in which this record series is created? The Fuel and Measures Division is responsible for supervising and regulating the Fuel and Industry in Georgia, and for assuring that weighing and measuring devices are accurate. The Division administers and supervises two inspection units; one for assuring that fuels meet certain specifications and the other assuring that anything subject to being weighed and/or measured is checked accurately.									
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to calibrating of Milk Tanks. Included are: Milk Tank Calibration Report (no number) Bulk Tank Calibration Chart Files are arranged alphabetically by Processors									
ATTACH SAMPLES OF THE FILE									
12. EQUIPMENT OCCUPIED		No. of Drawers		Cu. Ft. of Records		ANNUAL RATE OF ACCUMULATION		No. of Drawers Cu. Ft. of Records	
Letter-size File Drawers		1		1.5				1/8	
Legal-size File Drawers						Floor Space Occupied (Square Feet)		In Office(s) In Storage Area(s)	
								This Year's Last Year's Preceding Year's All Prior Years	
						AVERAGE DAILY REFERENCES		1	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? [] ☒ []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] ☒ []
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? [] ☒ []
21. Does the record series contain documentation produced as EDP printout? [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] ☒ []

24. REQUIREMENTS. The following requires the files to be kept Indefinite years:

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Milk Tanks after first calibration are recalibrated on request. Results of first calibration is held in files until subsequent calibration test report is received.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - ☒ OTHER See Below, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- ☒ Other: (Specify)

Hold Milk Tank Calibration Report in active files until Milk Tank is recalibrated; then, withdraw previous report from the active files and destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
	11/4/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [] Approved [] Disapproved		11/4/74
	State Auditor/Designee [] Approved [] Disapproved	William M. Dixon	11-21-74
	Secretary of State/Designee [] Approved [] Disapproved	Carroll Hart	11-18-74
	Attorney General/Designee [] Approved [] Disapproved	Robert S. Shell	11-21-74

STATE RECORDS
COMMITTEE